

## Final Report Outline

The following outline is intended to guide you through your preparation of the final grant project. Please follow the outline format and use the same section headings outlined in boldface below within the body of your report. This will facilitate a more efficient review and approval process. The final report should be a *narrative* of what your organization accomplished during the implementation of your grant project and the challenges you encountered along the way. Please prepare your report on 8.5" paper, with 1" margins.

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*Name of Organization*

*Contact Person & Phone #*

*Project Title*

*Date Submitted*

*Grant ID Number & Project Period*

### **I. Project Purpose**

- A. Describe the original purpose of your grant project - what did you intend to accomplish through this grant?
  - 1. What goals and objectives were targeted in the original proposal?
- B. How do the goals and objectives of the project address environmental and public health protection?
  - 1. If there was a change in the scope of the grant, explain what was changed, why the change was requested, and how the change(s) affects the original project goals and objectives.
- C. What neighborhoods did your project affect or involve?

### **II. Project Accomplishments**

- A. Describe what you accomplished through this project. Please present this information by following the original (or revised) workplan objective-by- objective, and task-by-task
- B. How did the project attain all of the goals and objectives originally targeted? If not, how was the budget reallocated and how was this change reflected in the revised workplan?
- C. What were the specific outcomes and/or products as a result of this project?
  - 1. Provide actual quantities/numbers of items affected, produced, or improved, or people affected by the project.

### **III. Project Challenges and Lessons Learned**

- A. What were the most significant challenges/barriers to achieving the goals for this project?
  - 1. How did these challenges alter your workplan or change your approach to implementing the project?
- B. Lessons Learned: positive and negative
  - 1. What are the features, accomplishments, or nuances about this project that you have not experienced in implementing other projects?
  - 2. What went well? (E.g., trust developed in a community; relationships created; collaboration with non-traditional partners; recruitment of new individuals)
  - 3. What would you do differently if you were to implement this or similar projects again?

#### **IV. Project Evaluation**

- A. Evaluation Methods
  - 1. Describe how you measured project effectiveness throughout the implementation of your project, as well as the quality of the final outcomes of your project.
  - 2. How did you use evaluation data to strengthen your project during implementation?

#### **V. Project Sustainability**

- A. Future Application
  - 1. Does your organization plan to continue this project or closely related work beyond this grant period? How?
  - 2. What is the value of continuing this type of work?
- B. Healthy Communities
  - 1. Do you or your constituents see this project and related work as contributing to the creation and maintenance of livable, healthy neighborhoods? Please explain.

#### **VI. Appendices**

Please include any materials that represent or highlight your project accomplishments during the project period. Include such documents as photographs, flyers, newspaper clippings, meeting sign-in sheets, etc.

## Qualitative Evaluation Questions

As part of your final report, please include a qualitative evaluation of the grant. This is your opportunity to describe the successes, challenges, and benefits of your project that can't be summarized with numbers. The information you provide will help the EPA report on the successes of the grant program, as well as help us work with you and other community groups more effectively in the future.

While writing up your evaluation, please keep the following questions in mind. If you've already answered these questions in the first part of the final report, there's no need to repeat your responses.

1. What went well? Please be as specific as possible. We are looking for a description of benefits that cannot be quantified, e.g. trust developed in a community, relationships created, foundations for future work built, collaborations with non-traditional partners, recruitment of new individuals, etc.
2. What lessons did you learn from this project? Please include both positive and negative.
3. If you were to do this project over again, what would you do differently?
4. What advice would you give to another group doing a similar project?
5. What do you or your constituents perceive to be the value of doing this project?
6. Do you or your constituents see this project and related work as contributing to the creation and maintenance of livable and sustainable neighborhoods? If so, how?